

Reno Little Theater Gift Acceptance Policies

Approved 2011

As a 501(c)3 non-profit organization, Reno Little Theater (RLT) relies on charitable contributions to fulfill its mission. RLT, in soliciting or accepting gifts, shall clearly represent the organization's policies and mission which might pertain to this exchange and honor all statements about the use of the contribution. RLT shall always disclose to potential donors important and relevant information. Every gift will be promptly acknowledged, and donors will be informed of how the gift will be recognized. Specific requests about acknowledgment will be honored consistent with RLT's practices and policies. RLT reserves the right to refuse a gift if it is determined to be in conflict with the Agency's mission.

1. Contributions may be designated for a specific program or it may be left undesignated, available for meeting the Theater's highest priorities, as determined by board and staff leadership. If donors wish for gifts to be restricted, it's important to indicate giving preference in writing.
2. RLT will not, in most cases, assume any indebtedness in connection with a gift. Exceptions to the contrary must be approved on a case-by-case basis by the Board of Directors.
3. Contributions must support and enhance the mission and purpose of RLT. Contributions which subject the organization to burdensome or unusual restrictions will not be accepted.
4. Associated expenses with the conveyance of a gift made to RLT are to be borne by the donor.
5. RLT will assume that donors rely on their own personal advisors for tax, legal, financial and other advice concerning their gifts.

Gifts of Cash:

RLT will accept gifts of cash to support the mission of the organization. Contributions may be designated for a specific program or it may be left undesignated, available for meeting the Theater's highest priorities. If donors wish for gifts to be restricted, it's important to indicate giving preference in a cover letter.

Gifts of Equipment/Furniture:

RLT will accept gifts of new or used equipment/furniture that are determined to be of use to the Theater. The Executive Director shall make that determination.

Gifts of Airline Tickets or Air Miles:

RLT will accept gifts of tickets or air miles for travel to be used by staff or board members to attend conferences/meetings as approved by the Executive Director.

Gifts of Securities:

RLT will accept gifts of publicly traded securities, including stocks, mutual funds, municipal and corporate bonds, and treasury bills and notes. RLT staff and/or advisors will verify the ownership of the security, handle the transfer of ownership, and establish a value for deferred gift calculation purposes, as well as handle the sale, liquidation and/or investment processes related to securities. Such gifts may be reviewed by the Finance Committee and such securities shall be sold upon receipt.

Gifts of Real Estate:

Real estate gifts can include personal residences, rental properties, office buildings, land, and other structures. As real estate can be highly illiquid, costly to maintain, and have pre-existing conditions attached to it, any gifts of real estate will be carefully scrutinized and the decision to

accept or decline the gift will be made by the Board of Directors. The property shall be physically inspected by a representative of RLT along with a property management consultant. The inspection is to identify any environmental, financial, legal, marketing or public relations risks, hazards or liabilities. If deemed necessary by the consultant, an environmental survey may be recommended before a gift can be accepted. The cost of the survey shall be borne by the donor. Upon review of the survey, the consultant shall recommend acceptance or declination of the gift. Unless otherwise negotiated, gifts of property will be converted into cash at the earliest opportunity keeping in mind current market conditions and the use of property in the accomplishments of the mission of RLT. Gift will not be accepted that may expose RLT to material or personal liabilities as owners of the property. If property is encumbered by indebtedness, the donor will be requested to provide for the payment of carrying costs until the property is liquidated.

Gifts of Personal Property:

Potential contributions include art, antiques, jewelry, automobiles, etc. RLT staff or professional advisors, when appropriate, will review the marketability, accuracy of appraisal and capabilities of RLT to guard these assets until liquidation. Serious valuation problems exist in a number of proposed gifts of personal property, especially with art or other “collectibles.” Efforts must be made to obtain a bona fide appraisal or documentation of fair market value before the gift can be accepted.

Gifts of Life Insurance:

A gift of life insurance is a simple way to make a significant gift to RLT and ensure the ongoing vital work of RLT. “Whole” or “universal” life insurance often has cash value and can be donated to a charitable organization. The donor would receive a tax deduction for the replacement cost of the paid up policy at the time of donation, not for the face value of the life insurance. If the policy requires continuing premium payments, the donor can continue paying those premiums and get a tax deduction for each payment if it is done in the following manner: gift the policy to RLT, who then becomes the owner of the policy. The donor then makes annual donations in the amount of the annual premium costs to RLT, who then pays the policy. The donor then receives a tax deduction for every contribution for the premium payment. Donors can also purchase a new policy, naming RLT as the beneficiary. The premiums and tax benefits would work exactly as listed in the above paragraph. When planning a gift of life insurance, it is important to consult your own personal tax and legal advisors.